

DATE: February 14, 2002

DSL-BQA-02-005

TO:	Adult Family Homes	AFH 01
	Community Based Residential Facilities	CBRF 03
	Facilities for the Developmentally Disabled	FDD 02
	Nursing Homes	NH 02
	Residential Care Apartment Complexes	RCAC 01

FROM: Chuck Wilhelm, Director
Office of Strategic Finance

Sue Schroeder, Director
Bureau of Quality Assurance

<p>Family Care Resource Centers' Statutory Requirement to Provide Information to Residents of Long Term Care Facilities</p>

When the Wisconsin Legislature created the Family Care program, it decided that residents in long term care facilities located in those counties where the Family Care benefit became available should be informed of this benefit. This legislative decision is reflected in the provisions of sec. 46.283(4)(e), Wis. Stats. This law requires the Family Care resource center in your county to provide certain specific information about its services and the availability of the Family Care benefit to residents of long term care facilities in the county, and to county residents placed in long term care facilities in other counties. We urge you to cooperate with the resource center to make this effort as successful as possible.

The long term care facilities included in this outreach effort include nursing homes, ICFs-MR, state Centers for Developmental Disabilities, community based residential facilities, adult family homes, and residential care apartment complexes. The residents who must be provided information include those who are elderly, or who have a physical or developmental disability.

Resource centers are required to provide this information within six months of the date on which Family Care becomes an entitlement in their county. Fond du Lac, La Crosse, Portage and Milwaukee counties will reach their two-year anniversary dates during 2002; the Care Management Organization in Richland County will reach its anniversary date in January 2003.

The contract between DHFS and the resource centers lists the steps the resource centers must take to provide residents of long term care facilities with the information that the Legislature has decided these residents must have. First, the resource centers are required to give or send a letter explaining the major features of the Family Care program to every resident of a long term care facility who belongs to a target population group served by the resource center. (The resource center in Milwaukee County serves only individuals at least 60 years of age while the resource centers in Fond du Lac, La Crosse, Portage and Richland counties serve individuals at least 65 years of age or individuals at least 18 years of age with physical or developmental disabilities.) Second, each resource center is also required to use one other method, such as individual or group meetings, to provide information about Family Care to residents.

Resource center staff want to work as closely and as cooperatively as possible with the administrators and staff of long term care facilities in their area so that residents will receive the information about Family Care that the law says they should have. Over the course of the next few months, staff from the

resource center in your county will be contacting you and your staff to discuss how the resource center can provide this information to residents in ways that are compatible with the activities and routines of your facility. Resource center staff may ask you and your staff to help distribute letters to residents and decision-makers such as families, guardians or activated Powers of Attorney for Health Care. Similarly, they may ask you and your staff to help them schedule and hold meetings with residents. It is our hope and expectation that you will cooperate fully with the resource center in carrying out this statutory requirement.

If you have any questions about the information in this memo, please contact Peter Baugher, (608) 261-8390, at the Center for Delivery Systems Development; or Deb Bursaw, (608) 267-2838, at the Bureau of Quality Assurance. They will be happy to help you.

For more information about the Family Care program, visit our web site at www.dhfs.state.wi.us/LTCare. This memo is also available on the BQA's Numbered Memo web site at: www.dhfs.state.wi.us/rl_DSL/Publications/BQAnodMems.htm.

cc: Family Care Resource Centers
 Tom Moore, Wisconsin Health Care Association
 John Sauer, Wisconsin Association of Homes and Services for the Aging
 Jim Murphy, Wisconsin Assisted Living Association
 Anthony Earl, Wisconsin Association of Adult Family Care Coordinators
 George Potaracke, Board of Aging and Long Term Care
 Jane Svinicki, Wisconsin Association of Residential Facilities (WARF)
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